

SECRET

24 November 1970

MEMORANDUM FOR: Director, OBGI

SUBJECT : Establishment of a Management Improvement Program

1. OMB has established an aggressive and comprehensive program to improve the management and efficiency of Government operations. The President has given the program his personal endorsement and expects the support of all government officials and agencies in complying with the spirit and principles of the program.

2. Attached are the Agency instructions for carrying out this program. Each Deputy Director must submit his plan for FY 1971 by 31 December 1970 and those for subsequent fiscal years by 30 June each year. The FY 1971 plan will consist of Sections I and II (page 3 of the attachment) only. In order to prepare the Intelligence Directorate plan by that date, I will need your plan by 21 December 1970. Note that Management Effectiveness Goals are not normally estimated in dollar savings but an effort should be made to express the expected goals in some quantitative terms (e.g., increase in number of reports processed).

3. Please refer any questions to [redacted]

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DD/I Planning Officer

Attachment: a/s